



ASSOCIATES OF VIETNAM VETERANS OF AMERICA, INC.

8719 Colesville Road; Suite 100 • Silver Spring, MD 20910-3919

Telephone (301) 585-4000 • Fax Main (301) 585-0519

Board of Directors Meeting Minutes

April 10 & 12, 2014

Sheraton Silver Spring Hotel

Silver Spring, MD

Meeting convened at 2:03 pm 4/10/14

Invocation, Moment of Silence, and Pledge of Allegiance.

Roll Call: (Quorum present)

President:	Sharon Hobbs	Region 4:	Jerri Wallis
Vice-President:	Cathy Keister	Region 5:	Penny Meinhardt
Secretary:	Joanna Henshaw	Region 6:	Sherry Wright-Anderson
Treasurer:	Bill Williams	Region 7:	Kathy Andras
Region 1:	Frances Cartier	Region 8:	John Birch
Region 2:	Nancy Rekowski	Region 9:	Elayne Mackey
Region 3:	Beverly Pounds		

Introduction of Guests (8 guests present)

Motion 1: To accept the amended agenda – **passed**

Updates to Officers' written Reports:

President Hobbs added that the trip to the Hill on Thursday morning went well; AVVA Officers had toured the Fisher House at the DC VA Hospital on Wednesday and presented a donation to them. Sharon Hodge accompanied the Officers on the visit.

The Vice-President had no additions to her written report; she commented how well President Hobbs' speech at the Hill went that morning.

The Secretary had no updates to her written report.

The Treasurer gave an oral report.



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Updates on Written Committee Reports:

Finance Committee added information regarding requests from the National office staff, and that Board Members and Committee Chairs are asked to begin turning in their hours spent as Board Members to Deborah Williams.

Membership Committee added that we have suspended Renewal Notices to Prisons due to the prison system not allowing bulk mail to be delivered to prisoners. The committee will ask the VVA National Incarcerated Committee research a method for renewal of these members.

PTSD/Mental Health added that they want to expand their programs to include children and grandchildren of veterans.

Product Sales added that they are going to need permission soon, to order more flags and more fringe. The price to buyers will have to be addressed when a new batch is purchased, as the current price is not going to cover costs.

Public Affairs added that they have had successful GTM meetings, and that they are working on a PR Kit for States and Chapters. The committee is extending the deadline for articles to be published in the UPDATES Newsletter to April 23rd.

VVA Advisor Marsha Four reported on the In-Memory Plaque progress. She also reported that VVA President John Rowan had been working with Native American groups and had suggested that AVVA might want to begin getting them involved in our Service Officer Training Program, and think about embracing the idea of helping Native American Veterans and their families, tribes, etc.

****Motion 17** - Out of Strategic Planning Committee: To accept and endorse the proposed Strategic Plan as presented. **Passed**

Membership Committee withdraws the previous Motion from October meeting to suspend the Life Member Payment Plan.

“Motion to dissolve the Life Member Payment Plan, due to changes made by the VVA in their payment structure.” (Postponed from 10/12/13).

P & P Changes and motions from Committees:



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Motion 2: to accept the P&P Change RE: Section 6.IX.A – H, creating a form for general membership use and language changes which will allow the BOD to see original proposals along with recommendations from the various committees.

Passed

Motion 3: to accept the P&P Change RE: Section 5.VIII.A.1, changing Chapter Elections for unincorporated chapters to be every two years, in even numbered years. **Passed**

Motion 4: To accept the P&P Change RE: Section 6.XI, renumbering this sub-section to 'X' due to incorrect numbering, and to revise the requirements for the Website Committee. **Passed**

Motion 5: To accept the P&P Change RE: Section 6.I.B.1–12, revising the process for conducting “E-Motions” and creating a supporting form for this process. **Passed**

Motion 6: To accept the P&P Change RE: the Volunteer Services Program name change, new policy and form.

Postponed until the presentation on Saturday 4/12/14

Motion 7: Out of Benefits Committee: To rescind the following motion dated December 7, 2009:

“Motion: That AVVA will pay the expenses for AVVA Service Officer Training. Upon completion of both the NVLSP Program and AVVA's Service Officer training, and passing of same, AVVA will also pay for the books required to carry on their duties as a Service Officer and will reimburse these individuals the cost of the NVLSP Program. “

Passed

Motion 8: Out of Benefits Committee: To pay for the necessary books and CD's required by Service Officers once they have successfully completed all of their courses. **Postponed**

Motion 9: Out of Agent Orange Committee: To add Pamela Scheffer-Bossardet to the AO Committee. **Passed**

Motion 10: Out of Agent Orange Committee: Requesting that Letters of Support and Endorsement be sent to the following organizations: Agent Orange Legacy; Agent Orange Riders; Birth Defects Research for Children, Inc. **Passed**



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****MOTION 18** Out of the Bylaws Committee: To add Nancy Rekowski and Penny Chamousis to the Bylaws Committee. **Passed**

Motion 11: Out of Membership Committee: To rescind previous motion #22 dated October 10, 2013, and replace it with the following language: 'AVVA will send an AVVA Patch to all new members, along with their membership cards.'
Passed

Motion 12: Out of Public Relations Committee: To have Military Best offer an AVVA "stick Flag" from their website as an additional item, at no cost to AVVA.
Passed

****Motion 19:** The Secretary moved to accept and record the E-Motions, numbered IEM5 through IEM14, which had been passed since the October Board Meeting. **Accepted and recorded**

IEM5 - To accept minutes from Oct 2013 meeting – Passed

IEM6 - To accept Ann Rice to the Elections Committee and Nancy Rekowski to the Public Relations Committee – Passed

IEM7 – To accept P&P Section 10 revisions and additional forms, and to allow for forms to be added or deleted as required – Passed

IEM8 – To send a thank you gift to 3 year and life members – Passed

IEM9 – To Accept Changes to the Disciplinary Code regarding the process for removal of Board Members – Passed

IEM10 – To accept Cecilia Essenmacher and Sharon Hobbs as the Bylaw Committee Co-Chairs – Passed

IEM11 – To accept Linda Mooney as the Region 8 Deputy Director – Passed

IEM12 – To accept the proposed changes in the Member of the Year and Fellowship Award criteria, and the form revision – Passed

IEM13 – To add a Donation Button to the website allowing for online donations – Passed

IEM14 – To accept the re-design of the AVVA Website

('IEM' refers to "Internet Email Motion" – all IEM's are signed and filed in the National Office.)

The meeting recessed at 4:45 PM until Saturday morning at 10:00 AM in the Persimmon Room.



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Reconvened at 10:00 am, April 12, 2014

Roll Call – all members present.

Pledge of Allegiance.

Vendor Update:

Military Best has added a women's [cotton] dress shirt to their AVVA Logo clothing line. ProForma has had excessive shipping charge issues that are being addressed. Michigan State Council has not returned the signed MOU agreement.

VISTA Program Presentation and P&P Change – Motion 6: To change the name of the Volunteer Services Committee to “VISTA”, and to accept the policy and form presented. **Postponed until after lunch**

In-Memory Plaque Update: VVA has now joined with us on this project. JC Cummings, Architect of Record for the Vietnam Memorial, will be presenting an official proposal. Klein Memorial, based in Alexandria, VA, will also present a proposal. This project is moving forward very well.

Insurance Update: Service Officer policy has been paid. Beginning in 2015, AVVA National will cover Crime Insurance for all Incorporated States and Chapters.

Beginning in April 2014 incorporating States and Chapters will be given an insurance application in the start-up Kit, with instructions to fill out and return for no cost coverage under the national policy.

****Motion 20 Out of Finance Committee:** Finance Committee will refund Crime Insurance Premiums to those States and Chapters who paid for the 2012-2015 period. **Passed**

OCTOBER ASSIGNMENTS:

Finance Committee: Work on revisions to Section 4 of the P&P.



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Secretary: will add “Request for Reimbursement” and “Request for Advance Funds” check boxes to the Reimbursement Form.

In an effort to expedite the Board meetings, a Consent Calendar (similar to the one used by VVA) will be trialed for the October Board meeting. Simple motions will be sent to the Secretary from the Board during the time before the meeting with a request to place on the “calendar”. The Secretary will add the motion and any pertinent information, then inform the Board by sending out the Calendar. If there are no objections, the motion will remain on the “calendar”. If there is one objection, the motion will come off of the “calendar” and be presented at the meeting.

Secretary will contact Committees and will work on retiring old motions, beginning with “Board action” motions from 1999-2010.

Motion 13: VP Cathy Keister moves to enter into Executive Session at 11:40 am. Second by Region 2 Director, Nancy Rekowski. **Passed**

Returned to Regular Session at 12:25 pm.

The Finance Committee stated that the committee does not recommend passage of the budget as presented.

Motion 15: To accept the 2015 Budget as printed and presented this date. The President called for a roll-call vote: *(President votes only in a tie)*

VP: Yes	Sec: Yes	Treas: No	Region 1: Abstain
Region 2: Yes	Region 3: Yes	Region 4: Yes	Region 5: No
Region 6: Yes	Region 7: Yes	Region 8: Abstain	Region 9: Yes

(Votes recorded and signed by Secretary, to be filed in the national office.)

After the Budget vote, the Treasurer stated that in his fiduciary authority as the AVVA Treasurer, he was now freezing all Board Travel until further notice.

The Region 3 Director yielded the floor to Region 3 member and past President Elaine Simmons: She requested that the letter received by AVVA from VA Secretary Eric Shinseki regarding the accreditation of our Service Officers be sent by the AVVA Secretary, to each of the VA Regional Offices. Also that we might develop a form for Service Officers to report to AVVA National on what they are doing.

Recess for 1 hour at 12:35 pm.



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Reconvened at 1:36 pm.

All members present.

Motion #6 (Postponed from morning session): Vote on previous motion with the amendments of name to be “AVVA VISTA”, and strike #6.d from the policy section. **Passed**

Leadership Conference:

Seminars are now set.

AVVA Annual Meeting will be held Thursday after the luncheon.

Birthday/Welcome Home Party: \$15 per person. Tuesday night. Will have live band, and will have table with gifts that guests can choose from, for a donation. Donations will be added to our Project Friendship totals. Casual Dress

AVVA Office Hours: Please contact the Secretary to sign up for office hours. We need to cover all hours possible, since VVA is providing us the office.

Luncheon: Menu is Lasagna and an alternative. Alternative main dish must be pre-arranged. Dessert will be Birthday Cupcakes. Other details are still in the planning stage.

Project Friendship: The Shalom Home in Wichita. Take back the information to all States and Chapters, to try to get ahead on donations. Our total check will be presented at the Closing Ceremony.

Officers will arrive in Wichita on Sunday; Board members will arrive on Monday.

The video for the luncheon presentation is coming together. Photos are still being submitted and put in order.

Materials for our seminars must be in by the deadline to be included in the notebooks.

VVA will collect the registration payments and bags are being purchased by VVA.



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Motion 8 - Postponed from Thursday - Out of Benefits Committee: To pay for the necessary books and CD's required by Service Officers once they have successfully completed all of their courses. **Passed**

Secretary reports information regarding a cache of Zippo lighters which appear to be from the Vietnam era.

Motion 16: To allow the Secretary to continue correspondence regarding the Zippo lighters and report back to the board. **Passed**

Meeting adjourned at 3:00 pm.

** Motions with asterisks were given numbers out of sequence.